

REPORT OF PERFORMANCE—1937 AGRICULTURAL CONSERVATION  
PROGRAM—SOUTHERN REGION

Sec. I.  (Name of 1937 operator)  (Address)  
 (Name of owner if operator is share-tenant)  (Address)

Work sheet serial number(s)

Sec. II. UTILIZATION OF THE LAND IN 1937:

(A)	(B)	(C)	(D)
	Acres		Acres
1. Corn.		18. Summer legumes interplanted in soil.	
2. Wheat harvested for grain or hay.		19. Legumes or perennial grasses following soil-depleting crops harvested in 1937.	
3. Small grains (other than wheat) harvested for grain or hay.		20. Green manure crops following 1937 commercial vegetables.	
4. All sorghums harvested for grain, seed, syrup, or forage.		21.	
5. All vegetable and truck crops, including potatoes, etc.		22.	
7. TOTAL (1-6)		23. Peanuts pastured.	
General soil-depleting crops required for home needs (acres) <input checked="" type="checkbox"/>		24. Legumes (other than 18, 19, 20, or 23).	
8. Cotton.		25. Grains (other than 19 or 20).	
9. Tobacco, flue-cured (—).		26. Grain sorghums (seeded solid), sweet sorghums, millets, and Sudan grass, not harvested for grain, seed, syrup, or forage, and grain sorghums planted in rows and plowed under.	
10. Peanuts harvested for nuts (note instructions).		27. Corn, grain or grain not harvested for grain or hay).	
11. Rice.		28. Forest trees planted on cropland since Jan. 1, 1934.	
12. Sugarcane for sugar.		29. Idle cropland terraced during 1937.	
13. TOTAL (7-12)		30.	
14. Commercial orchards.		Total (18-30) <input checked="" type="checkbox"/>	
15. Fenced noncrop open pasture land.		SEE FOOTNOTE ①	
16. Idle or fallow rice land.			
17. Soil-conserving crops on rice land.			

1. This acreage may or may not be included in line 32. See Instructions.  
2. Enter the TOTAL acreage of fenced noncrop open pasture land having a carrying capacity during the normal pasture season of at least one animal unit for each 5 acres.  
3. This acreage will also be included in line 32. See Instructions.  
4. This acreage will also be included in the applicable lines 31 through 36.  
5. Enter only those acreages on which the crop has attained a reasonably good growth, and from which no soil-depleting crop was harvested in 1937. Do not include any acreage of small grains planted in the fall of 1937.

Sec. III. OTHER FARMS OWNED OR OPERATED IN THIS COUNTY:

35. By owner		(Enter work sheet serial numbers) <input checked="" type="checkbox"/>
36. By operator		(Enter work sheet serial numbers) <input checked="" type="checkbox"/>

Sec. IV. DIVISION OF CROP ACREAGE:

COTTON	TOBACCO	PEANUTS	GENERAL	SOIL-BUILDING PRACTICES	
Fractional share	Acre share	Fractional share	Acre share	Fractional share	Acre share
27.					
28.					

REVERSE SIDE—SR-109

be prescribed by the Secretary.

SECTION IX.—CERTIFICATE OF INSPECTION:

The undersigned certifies that he has inspected the farm(s) covered by this application for payment, that the data set forth herein relative to the 1937 farming operations on such farm(s) were determined by him or under his supervision in accordance with the provisions of the 1937 Agricultural Conservation Program, and that to the best of his knowledge and belief such data constitute a true and complete report of the farming operations on such farm(s) in 1937. (MUST NOT BE A RELATIVE OF ANY INTERESTED PERSON ON THIS APPLICATION, OR HAVE FINANCIAL INTEREST THEREIN)

Date \_\_\_\_\_, 1937. (Signature of supervisor or community committee man)

SECTION X.—CERTIFICATE OF COUNTY COMMITTEE:

The undersigned, a member of the county committee, certifies that the county committee, after careful examination of the representations and data set forth in this application for payment, has determined that to the best of its knowledge and belief such representations are true and such data were determined in accordance with the provisions of the 1937 Agricultural Conservation Program, and therefore the county committee recommends that the Secretary of Agriculture cause payments to be made in accordance with the representations and data shown in this application.

NOT PRIOR TO  For the County Committee: DIFFERENT FROM PERSON SIGNING SECTION IX ABOVE  
Date DATES SIGNED BY APPLICANTS

SECTION XI.—APPROVED:  
NOT PRIOR TO DATE  
Date IN SECTION X \_\_\_\_\_, 1937  
(Signature of county agent)

(OR AUTHORIZED ASSISTANT)  (State serial number(s) of application for preliminary payment, if any)  
Applicable only in the wild-rice areas of Texas and Oklahoma)

U. S. GOVERNMENT PRINTING OFFICE 8-10848

DIAGRAM FOR FILLING OUT FORM SR-109, APPLICATION FOR PAYMENT  
IN ACCORDANCE WITH SOUTHERN REGION BULLETIN 105, PART I

MUST COVER IDENTICAL LAND

(ALL DATA ENTERED ON FORM SR-109 MUST BE TYPED OR WRITTEN IN INK OR INDELIBLE PENCIL)

ATTACH ORIGINAL  
SR-123 IF  
SUPERPHOSPHATE  
FURNISHED

FORM SR-109  
U. S. DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Form approved by Comptroller General, U.S.A.  
July 26, 1937

This application is to be entered in triplicate. The original is to be sent to the State office, one copy retained in the county office, and one copy retained by the operator.  
(Enter work sheet serial number(s) on all correspondence pertaining to this application)

State \_\_\_\_\_ County \_\_\_\_\_  
(ENTER) (ENTER)

APPLICATION FOR PAYMENT — 1937 AGRICULTURAL CONSERVATION PROGRAM — SOUTHERN REGION  
(Pursuant to section 8 of the Soil Conservation and Domestic Allotment Act)

SECTION I.—REPRESENTATIONS AND APPLICATION FOR PAYMENT (See reverse side.)

SECTION II.—SOIL-CONSERVING ACREAGE ON THE FARM(S) IN 1935  Acres.

SECTION III.—TRIPLE SUPERPHOSPHATE FURNISHED  lb. of 43 percent.

SECTION IV.—ACREAGE OF GENERAL SOIL-DEPLETING CROPS REQUIRED FOR HOME NEEDS  acres.

SECTION VI.—FOR SOIL-BUILDING ALLOWANCE:

1. Commercial orchards Jan. 1, 1937.  Acres

2. One crop of commercial vegetables—1936.  Acres

3. Two or more crops of commercial vegetables—1936.  Cropland

4. Fenced noncrop open pasture land.  Acres

5. Soil conserving base.  Acres

6. Wind erosion acreage qualified.  Acres

7. Soil-conserving crops on rice land.  Acres

8. Soil-conserving base.  Acres

SECTION VII.—SOIL-DEPLETING CROPS:

Cotton Peanuts General

A B C D E F G H I J K L

1. Base acreage (acres)

2. 1937 acreage (acres)

3. Yield or index (pounds or percent)

4. Names of interested persons:

5.

6.

7.

8.

9.

10. USE CONTINUATION SHEET (SR-109 SUP. I) IF MORE THAN SIX PERSONS

Signature of Applicant Address of Applicant Date Signature of Witness

5a \_\_\_\_\_, 1937. \_\_\_\_\_, 1937. \_\_\_\_\_, 1937.

6a \_\_\_\_\_, 1937. \_\_\_\_\_, 1937. \_\_\_\_\_, 1937.

7a SEE INSTRUCTIONS SR-105 PART I COVERING  
REFUSAL OR FAILURE TO SIGN \_\_\_\_\_, 1937. \_\_\_\_\_, 1937.

8a \_\_\_\_\_, 1937. \_\_\_\_\_, 1937. \_\_\_\_\_, 1937.

9a \_\_\_\_\_, 1937. \_\_\_\_\_, 1937. \_\_\_\_\_, 1937.

10a \_\_\_\_\_, 1937. \_\_\_\_\_, 1937. \_\_\_\_\_, 1937.

the minimum acreage of soil-conserving crops with respect to rice. Such acreage must be entered in line 15 of the following form and must conform to the requirements under section 17 of SR-105.

Enter the acreage of fenced noncrop open pasture land that is in excess of one-half of the cropland and which has a carrying capacity meeting the normal pasture season of at least one animal unit for each acre or fraction thereof or better, or one-half acre, etc.

Enter only the acreage of soil-conserving crops on rice land which will be used to meet

the minimum acreage of soil-conserving crops with respect to rice. Such acreage must be entered in line 15 of the following form and must conform to the requirements under section 17 of SR-105.

Names and addresses should be typed or printed. Each name in column A should correspond exactly with the respective signature below. \_\_\_\_\_, 1937.

\_\_\_\_\_ should only be used if the applicant's signature is made by mark (X). \_\_\_\_\_, 1937.

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SRM-127

United States Department of Agriculture  
Agricultural Adjustment Administration

## Southern Division

November 9, 1937

INSTRUCTIONS RELATIVE TO THE ELECTION OF COMMUNITY  
COMMITTEEMEN, ORGANIZING THE BOARD, ELECTION OF THE  
COUNTY COMMITTEE, AND THE BUDGET AND EXPENDITURES  
OF THE COUNTY AGRICULTURAL CONSERVATION ASSOCIATION  
UNDER THE 1938 AGRICULTURAL CONSERVATION PROGRAM OR  
1938 RANGE CONSERVATION PROGRAM

## SOUTHERN REGION

The following instructions supplement the provisions contained in the recently revised text of the Articles of Association of County Agricultural Conservation Association, Southern Region (SR-200). This form SR-200 amended and superseded form SR-3 (Revised), issued February 12, 1937, as amended by Amendment 1, issued April 14, 1937. The form SR-3 (Revised) had in turn amended and superseded the original Articles of Association of County Agricultural Conservation Association for the Southern Region, form SR-3, issued April 15, 1936. Thus the Associations originally organized under the form SR-3 have continued in existence uninterrupted, changes having been made from time to time in the text of the Articles of Association, in the membership of the Association, and in its officers, directors, and committeemen.

New members and officers of community and county committees, members of the board of directors, and officers of each Association are to be elected in the month of November 1937 to hold office until their successors in office have been elected and have qualified. While the committeemen, directors, and officers of the Association are not officers of the Government of the United States in any sense of the term and are not employees of the United States in the sense in which that term is usually used, the Association functions as an instrumentality of the Government of the United States aiding the Secretary of Agriculture to administer, through the conservation programs authorized under sections 7 to 17 of the Soil Conservation and Domestic Allotment Act, and other agricultural programs which the Secretary of Agriculture prescribes shall be so administered, such as the 1937 Cotton Price Adjustment Payment Plan. It is important that before entering upon his duties each committeeman, director, or officer shall become thoroughly familiar with the duties of his office and with the Articles of Association.

## ELECTION OF COMMUNITY COMMITTEES

1. A community election meeting for each community in the county must be held in the month of November 1937. Notice of the meeting should be given by the secretary of the Association at least five days prior to the date of the meeting and in

such manner as in his best judgment will give full and fair notice to the general community. A copy of the notice should be posted at the office of the Association and in at least one public or generally accessible place (such as a schoolhouse or general store) in the community. Insofar as practicable, the members of the 1937 community committee should assist in giving actual notice, oral or written, to producers in the community. The several meetings may be held on the same day or different days. If because of inclement weather or other reason the attendance at the meeting is too small, in the opinion of the county agricultural extension agent or his representative calling the meeting, to fairly represent the sentiment of the members of the Association residing in that community, the county agricultural extension agent or his representative should postpone the meeting to a date not less than two nor more than five days later and promptly give notice thereof.

Notice having been properly given of the date, hour, and place of holding the community election meeting and a sufficient number of members being present, the county agricultural extension agent or his representative will act as temporary chairman, call the meeting to order, and read aloud the notice calling the meeting and also the revised text of the Articles of Association (SR-200) with special emphasis on the following sections thereof:

Section 3. - Membership.

Section 4. - Eligibility of members to serve as a committeeman.

Sections 13, 25, and 26. - Balloting.

The temporary chairman shall designate a person to act as secretary of the meeting.

2. The temporary chairman shall direct the secretary of the meeting to register, on a form similar to the accompanying suggested form for "Register of Members" (Form SR-200C), those producers who are attending the community election meeting and wish to indicate their intention of participating in the 1938 Agricultural Conservation Programs or the 1938 Range Conservation Program (both hereinafter referred to as the 1938 Program).

Any person having or who in 1938 will have an interest in any crop produced by or for him on a farm in connection with which a payment or grant of other aid could be made under the 1938 Program (or any other agricultural program wherein the Association performs services authorized by the Secretary of Agriculture), or in any livestock on a ranch in connection with which payment could be made under the 1938 Program, or in the proceeds thereof, and who is in 1937 a member of the Association for the county in which such farm or ranch is located shall continue to be a member of the Association until it becomes evident that he cannot qualify in the county for a payment or grant of other aid in connection with any such program.

Any person who in 1938 will have an interest in any crop produced by or for him on a farm in connection with which a payment or grant of other aid could be made under the 1938 Program (or any other agricultural program wherein the Association performs services authorized by the Secretary of Agriculture), or in any livestock on a ranch in connection with which payment could be made under the 1938 Program, or in the proceeds thereof, who is not in 1937 a member of the Association for the county in which such farm or ranch is located shall become a member of such Association when he signs the "Register of Members", or whenever any form or information required in connection with the 1938 Program (or any other agricultural program wherein the Association performs services authorized by the Secretary of Agriculture) is submitted for such farm or ranch, within the prescribed time.

3. The temporary chairman shall then ask for nominations for a permanent chairman of the meeting, and the person receiving the highest vote of the members voting shall serve in this capacity.

4. The permanent chairman will appoint three members to act as tellers and count the ballots and also to act as a credentials committee for the purpose of the meeting at which the election is held.

5. The next step will be balloting for community committeemen. The articles in section 4 provide rules as to the eligibility of members to serve as a county or community committeeman.

First ballot. - Nominations will be limited to the eligible members of the 1937 community committee in office at the time of the meeting, together with any person from that community who is serving on the county committee. Blank ballots will be distributed to each member present, who will cast one vote for one of these 1937 committeemen by writing his name on the ballot. The tellers will collect the ballots and tabulate the results. The nominee receiving the highest number of votes will be declared elected as one member of the 1938 community committee.

Second ballot. - Nominations will then be made from which will be elected the two other regular members and one alternate member of the community committee. Any Association member not elected on the first ballot is eligible for nomination. Following the nominations the tellers will distribute blank ballots to each member present, who will write thereon the names of

three nominees as his choice for the two committeemen and one alternate. The tellers will collect the ballots and tabulate the results. The two nominees receiving the first and the second highest number of votes shall be declared elected as community committeemen for 1938, and the number receiving the third highest number of votes shall be declared elected as alternate community committeeman, provided in each case that he has received a majority vote, as required in section 13 of the Articles of Association.

The results of the election shall be certified on the prescribed form (Form SR-200B) and shall be signed by the chairman, the secretary of the meeting, and the county agricultural extension agent (or his representative) as temporary chairman. This certificate, together with the membership register (Form SR-200C or similar form), shall be filed with the secretary of the county Association.

Following the meeting of the members, the community committee shall immediately hold a meeting and, pursuant to section 13 of the Articles of Association, elect one member of the committee as chairman and another member as vice chairman of the community committee and certify the election on the prescribed Form SR-200B.

#### ORGANIZING BOARD OF DIRECTORS AND ELECTING OFFICERS

The secretary of the Association should call a meeting of the chairmen of the community committees as soon as practicable after all the community election meetings have been held. This meeting is for the purpose of organizing the Board of Directors (hereinafter referred to as the Board), electing officers, including the county committee, appointing a committee to consider the annual budget covering estimated expenses to be incurred in the county during the period March 1, 1938, to Jan. 1, 1939, designating the bank in which all Association funds should be deposited, and transacting such other business as may properly come before the Board for consideration. Further rules regarding this meeting will be found in sections 8, 9, 10, and 29 of the Articles of Association.

Section 29 indicates the procedure to be followed in this meeting. A careful record of the minutes of the meeting should be kept by the secretary of the Association, later to be signed by the president of the Association. One copy shall be transmitted to the State office and one copy filed in the permanent records in the office of the county agricultural extension agent. Four copies each of SR-200, Articles of Association, and form SR-200A, County Roster of officers and committeemen, should be completed and signed. (The minutes may refer to an annexed copy of the executed form SR-200A instead of repeating the list of the officers and committeemen elected.) Three copies should be forwarded to the State Administrative Officer in Charge. One copy of each of these executed forms should be retained by the secretary of the Association for its records.

### ASSISTANTS IN AGRICULTURAL CONSERVATION

The Assistant in Agricultural Conservation, who will ex officio act as treasurer and assistant secretary of the Association, will continue as appointed or as requested may be made for appointment under the same procedure as has been heretofore followed.

In any county where at the present time there is no formally appointed Assistant in Agricultural Conservation, the secretary of the Association shall, pursuant to the provisions of the second paragraph of section 12 of the Articles of Association, appoint a clerk employed in his office to serve as treasurer and assistant secretary, but such appointment must be confirmed by the Board by resolution in the minutes of the meeting at which the resolution is adopted.

### THE ASSOCIATION BUDGET

The Articles of Association provide that at the first meeting of the Board consideration shall be given to the estimated expenditures for the necessary operations of the Association. In handling this matter it probably would be advisable for the Board to refer the consideration of the budget to a committee, and not attempt at this first meeting to adopt a budget for the 1938 Program. A reasonable reserve of not over twenty percent of the total estimate of Association expenses should be set aside to cover unforeseen expenditures, but none of this reserve should be obligated or used until authority for such use has been approved by the State Administrative Officer in Charge.

### COMPENSATION

All officers, directors, committeemen, and employees of the Association will be on a per diem basis. The maximum rate of pay should not be in excess of the following schedule, which has been approved by the Director of the Southern Division, Agricultural Adjustment Administration:

	<u>Per day</u>
County Committeeman	\$4.00
Community Committeeman	3.00
Senior County Performance Supervisor	6.00
County Performance Supervisor	5.00
Assistant County Performance Supervisor	4.00
Junior County Performance Supervisor	3.00
Senior County Range Inspector	6.00
County Range Inspector	5.00
Assistant County Range Inspector	4.00
Senior Chainman	2.00
Junior Chainman	1.50
Chainman	1.00
Junior Laborer	2.00
Clerk or Stenographer	3.50
Junior Clerk, Junior Stenographer, or Senior Typist	3.00
Typist or Under Clerk	2.50
Junior Typist	2.00

It is assumed that no one Association will employ persons under all these classifications. The rate of pay in making up estimates should be fixed so as to be in line with the compensation paid to persons working in similar positions in other county offices or business offices in the county in which the Association is located, but in no event shall be in excess of the maximum set out above.

No compensation can be paid by the Association to any regularly appointed employee of the Extension Service or any other branch of Government service who is being paid in whole or in part from Federal funds. The Form SR-105 (Estimate of Total Association Expenses), therefore, must not include the salary of the Assistant in Agricultural Conservation serving as treasurer and assistant secretary or of the county agricultural extension agent serving as secretary of the Association. Postmasters or rural mail carriers receiving fixed salaries must not be employed by the Association.

It is assumed that in most instances the work of a county performance supervisor can be performed by the Assistant in Agricultural Conservation and under these conditions there would be no necessity of employing any one for this work.

#### EQUIPMENT

Most of the county offices in the Southern Region have been supplied with equipment which has been purchased with Federal funds and the Association will be permitted to use the equipment without charge. The secretary of the Association will be held responsible for the inventory of Federally-owned equipment used by the Association. Such equipment, being owned by the Federal Government, is not subject to local or State taxes. The Association may arrange for emergency equipment rental where the use of such equipment is necessary, but request for any such authority to rent should be made the subject of a special statement to the State Administrative Officer in Charge setting forth in detail the terms of the rental contract and the use that will be made of the equipment in connection with the Agricultural Conservation Program. Insurance covering equipment owned by or in the custody of an Association may be purchased with Association funds, with the exception that no insurance can be carried on that equipment in the custody of the Association which is owned by the Agricultural Adjustment Administration or United States Department of Agriculture or other branch of the United States Government.

#### TRAVEL

Officers, committeemen, and employees of the Association will not be allowed reimbursement from Association funds for the use of personally-owned automobiles for travel or for subsistence expenses incurred wholly within the limits of the county in which the Association is located. Claims for expenses

of officers, committeemen, and employees for travel and subsistence incurred outside the county will not be recognized unless such expenses have been provided for in the budget and the travel is specifically authorized in advance by the State Administrative Officer in Charge.

#### OFFICE SPACE

It is assumed that the office of the Association will be located in a Federal building or in the county court house or other public building in connection with the office of the county agricultural extension agent and that no charge will be made for the use of office space. If, on account of an increased office force, necessary at certain times, space is required in addition to that which is available in the office of the county agricultural extension agent, arrangements may be made for the necessary additional office or storage space on a temporary basis, provided the request for such additional space has been approved by the State Administrative Officer in Charge. No account for rental, however, will be paid from Association funds unless such rental is approved in writing by the State Administrative Officer in Charge prior to the incurring of the obligation.

#### COUNTY FINANCES

Under the procedure as approved, the secretary of the Association will submit to the State office at the first of the month a certified statement on Form ACP-9, covering the obligations incurred during the month previous; also the voucher supporting these claims. After this voucher has been approved by the State Administrative Officer in Charge and forwarded to the Regional Disbursing Office, the disbursing officer will issue a check for the amount approved on such voucher for the previous month's expenses and mail the same to the treasurer of the Association. This check must then be deposited to the credit of the Association in the bank designated by the Board as the depository for the Association funds. No funds should be disbursed by the treasurer except by check drawn against the Association account and each check shall carry the name of the payee and the amount exactly as shown on Form ACP-9 as submitted. Each check should clearly show the object for which it is drawn, and the checkbook be accurately kept and preserved with the Association records. No check should be drawn payable to cash or to bearer.

BONDING OF COUNTY ASSOCIATION TREASURERS

Before any funds are released to the treasurer of any Association, the Treasurer must be covered by the State bond covering all Association treasurers, the schedule attached to which must show that the bond is in a penal amount equal to, or in excess of, the maximum sum of money such treasurer will have in his possession at any one time.

Issued November 9, 1937.

I. W. Duggan

I. W. Duggan  
Acting Director, Southern Division,  
Agricultural Adjustment Administration

Approved:

H. R. Toeley

Administrator

CERTIFICATE OF ELECTION

This is to certify that on \_\_\_\_\_, 1937, \_\_\_\_\_ eligible members of the County Agricultural Conservation Association of \_\_\_\_\_ County, \_\_\_\_\_, who in 1938 will be engaged in farming or ranching in \_\_\_\_\_ Community in said county, met upon call of the County Agricultural Extension Agent at \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_ and elected the following Community Committeemen from among the members of the Association who under the Articles of Association (SR-200) are eligible to serve in this capacity:

(1) \_\_\_\_\_

(3) \_\_\_\_\_

(2) \_\_\_\_\_

(4) \_\_\_\_\_

(Alternate)

\_\_\_\_\_, 1937  
(Date)

Permanent Chairman of Meeting Secretary of Meeting Temporary Chairman

CERTIFICATE OF COMMUNITY COMMITTEE ORGANIZATION

This is to certify that on \_\_\_\_\_, 1937, we as a duly elected Community Committee of \_\_\_\_\_ Community in \_\_\_\_\_ County held a meeting pursuant to section 13 of the Articles of Association (SR-200) and elected the following as Chairman and Vice Chairman of said Community Committee:

Name of Chairman

Name of Vice Chairman

\_\_\_\_\_, 1937  
(Date)

Signatures of Members of Committee

Form SR-200C

State and County Code Numbers

REGISTER OF MEMBERS

Each undersigned producer of the community indicated below declares that he is a qualified member under the provisions of section 3 of the Articles of Association of the County Agricultural Conservation Association of \_\_\_\_\_ County, \_\_\_\_\_ (State)

(SR-200), and hereby signifies his intention of participating in the 1938 Agricultural Conservation Program or the 1938 Range Conservation Program in said community.

Date of community election meeting: \_\_\_\_\_, 1937. Community \_\_\_\_\_ (Name or designation)

Signature	Owner - Operator, Cash Tenant, Standing-Rent or Fixed - Rent Tenant, Share Tenant, or Share Cropper, for 1938. (Indicate which)	Full Mail Address